

HON. SUZANNE ADAMS, J.S.C.

Part 39 (IAS)

Courtroom: 111 Centre Street, Room 623, New York, NY 10013

Part Clerk/Courtroom: Tiffany Good, sfc-part39-clerk@nycourts.gov/646-386-3619

Principal Court Attorney: Robin Marsico, Esq., rmarsico@nycourts.gov

Junior Court Attorney: Kiriaki Tsevdos, ktsevdos@nycourts.gov

Chambers: 646-386-5387

I. GENERAL

1. There shall be **no *ex parte* communications of any kind regarding substantive matters.**
2. All emails to the Part Clerk or the Court Attorneys must be copied to all parties, otherwise the email will be disregarded.
3. Phone calls to the Part Clerk or chambers should be **infrequent** and administrative in nature.
4. Correspondence to the judge is **strongly discouraged**. If you must correspond, a copy of any correspondence uploaded to NYSCEF should also be emailed to the Court Attorneys.
5. The court does not require hard copies of papers on e-filed cases.
6. The court's motion day is Thursday.

II. CONFERENCES:

1. **Preliminary Conferences:** Parties shall confer amongst themselves and submit a Preliminary Conference Order ("PCO"), agreed upon by all parties, to the Part Clerk via email for submission to Judge Adams for review and signature. A link to a blank form is on the court website under the Part Rules. **DO NOT UPLOAD UNSIGNED DRAFT ORDERS TO NYSCEF.**

Guidelines:

- EBT dates shall be no later than 4 months from the date of the PCO.
- Compliance Conference shall be 6 months from the date of the PCO.
- For Standard discovery track cases, the Note of Issue date shall be 1 year from the date of the PCO.

2. **Compliance Conferences:** Parties shall confer amongst themselves and submit a Compliance Conference Order, agreed upon by all parties, to the Part Clerk via e-mail for submission to Judge Adams for review and signature. Status Conference shall be 6 months from the date of the Compliance Conference Order. A link to a blank form is on the court website under the Part Rules. **DO NOT UPLOAD UNSIGNED DRAFT ORDERS TO NYSCEF.** Parties who are unable to agree on the terms of a Compliance Conference Order shall email the Part Clerk, who will schedule an appearance before Judge Adams on the next available motion day.

3. **Status Conferences:** Parties shall confer amongst themselves and submit a Status Conference Order, agreed upon by all parties, to the Part Clerk via e-mail for submission to

Judge Adams for review and signature. A link to a blank form is on the court website under the Part Rules. DO NOT UPLOAD UNSIGNED DRAFT ORDERS TO NYSCEF.

Parties who are unable to agree on the terms of a Status Conference Order shall email the Part Clerk, who will schedule an appearance before Judge Adams on the next available motion day.

4. **Discovery Conferences:** If discovery issues arise between conferences, the parties may email the Part Clerk to schedule an appearance before Judge Adams on the next available motion day.

5. **Settlement Conferences:** If parties wish to conference with Judge Adams regarding settlement at any time, they may email the Part Clerk to schedule an appearance before Judge Adams on the next available motion day.

II. MOTIONS:

1. **Oral Argument:** All motions will be orally argued before the court, in person. After a motion is fully submitted, the court will schedule in-person oral argument on the next available motion day, which date will be listed on NYSCEF. Motion day is Thursday.

2. General Guidelines:

- All papers shall state the motion sequence number, when available.
- Summary judgment motions shall be made pursuant to CPLR 3212.

2. **Adjournments of Return Date – Consent:** If a motion is adjourned on consent, a stipulation to that effect must be uploaded to NYSCEF before the original return date so the Motion Support Office can note the adjournment.

3. **Adjournments of Return Date – Application where consent withheld:** If an application for an adjournment is made to the court, it must be made via a timely email to the Part Clerk, copied to all parties.

4. **Adjournments of Oral Argument Appearance Date** – all requests for adjournment of an oral argument must be made to the court, via email to the Part Clerk, even if all parties consent. **Parties may not *sua sponte* adjourn oral arguments. Adjournments are at the court's discretion.** Failure to request an adjournment from the court will result in the motion being marked off on the original return date.

III. TRIALS:

1. **Bench Trials (for matters in Part 39):** If the parties have filed a Note of Issue and are ready to proceed to a bench trial, they are to advise the Part Clerk, who will then schedule a Pre-Trial Conference via Teams.

2. **Jury Trials:** When a trial is assigned to Judge Adams, the Part Clerk will schedule a virtual Pre-Trial Conference via Teams. The parties shall be prepared to discuss the following:

- General facts of the case
- Number of witnesses for each side
- Estimated length of the trial
- Demands and offers